



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON HEIDELBERG**  
**UNIT 29237**  
**APO AE 09102-9237**

PECP-EUR-I

15 March 2006

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: USAG Heidelberg Command Policy Memorandum # 39, Processing Exceptions to Military Spouse Preference (MSP) Eligible on a Civilian Referral List**

**1. References:**

- a. AR 690-300, Chapter 301.7.
- b. USAREUR Supplement 1 to AR 690-300.301.

2. This memorandum establishes USAG Heidelberg's policy for processing exceptions to bypass (not select) applicant(s) possessing MSP on a civilian referral list. The enclosure provides the Standard Operating Procedures (SOP) for submission.

3. MSP eligible personnel are spouses of active-duty military members of the U.S. Armed Forces who are relocating because of a permanent change of station. Spouses receive employment preference for appropriated fund positions in the excepted and competitive service at the GS-1 through GS-15 grade levels and equivalent wage-system positions. The preference applies in DoD and within the commuting area of the permanent duty station of the spouse for initial employment in a permanent position. MSP eligibility applies only if the sponsor and spouse were married before relocating to the new duty station.

4. The intent of DoD and Army policy is to help a spouse obtain initial employment in the commuting area of the sponsor's new duty station. There may be rare instances when it is appropriate to bypass a person eligible for MSP. Approval to bypass a MSP eligible is restricted by the references to the Commander, USAG Heidelberg. Requests may be disapproved at any level of the chain of command. Contact your Human Resources Advisory at the Heidelberg Civilian Personnel Advisory Center for more information.

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/s/  
WILLIE E. GADDIS  
COL, AV  
Commanding

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SUBJECT: USAG Heidelberg Command Policy Memorandum # 39, Processing Exceptions to Military Spouse Preference (MSP) Eligible on a Civilian Referral List

**USAG HEIDELBERG  
STANDARD OPERATING PROCEDURE**

**PROCESSING EXCEPTIONS TO MILITARY SPOUSE PREFERENCE (MSP) ELIGIBLE  
ON A CIVILIAN REFERRAL LIST**

1. All requests for exceptions to MSP eligible must be in writing and must be based on hardship to the organization or to the individual. The selecting official must document objections to the qualifications or suitability of a preference eligible candidate to show hardship to the command.
2. The following examples are the type of reasons which would support a non-selection of an applicant with MSP:
  - a. Filling of the position with the MSP eligible will cause adverse impact on mission accomplishment;
  - b. Special or unique situations identified by the MSP candidate which would result in a personal hardship or would prevent them from performing the duties of the position;
  - c. The spouse has less than six months remaining in the geographical area of the position to be filled.
3. All written requests for exceptions to MSP are to be forwarded through the Heidelberg CPAC, Unit 29351, Box 180, APO AE 09014-0180. The Heidelberg CPAC will endorse the request based on regulatory guidance and forward it to the Commander, USAG Heidelberg.

Encl 1